EXAMINER/PROCTOR APPLICATION

GED-007 (rev. 8/2002) Please duplicate form as needed

INSTRUCTIONS: *Please print or type.* Read the statements below and all referenced documents. Incomplete applications will be returned to the testing center. Mail completed application to: State GED Office; CA Department of Education; P.O. Box 710273; Sacramento, CA 94244-0273

PLEASE NOTE: All applicants will be contacted to ensure eligibility before applications are approved.

TESTING CENTER NAME ADDRESS CITY JIP DAYTIME TELEPHONE ADPLICANT NAME ADD POSITION - To add a testing center staff person, check either "Chief Examiner," Alternate Examiner" or "Proction" CHIEF EXAMINER " ALTERNATE EXAMINER " PROCTOR " DELETE POSITION - To remove a testing center staff person, type the name of the staff person to be removed in the space below. Please note that if a Chief Examiner is replaced, the outgoing Chief Examiner is submanically removed from the testing center staff. If the outgoing Chief Examiner is the Staff person to be removed in the space below. Please note that if a Chief Examiner is replaced, the outgoing Chief Examiner is submanically removed from the testing center staff. If the outgoing Chief Examiner is the Staff person to the removed on the staff person to be removed in the space below. Please note that if a Chief Examiner is replaced, the outgoing Chief Examiner is submanically removed from the testing center staff. If the outgoing Chief Examiner is submanically removed from the staff person to be removed in the space below. Please note that if a Chief Examiner is replaced, the outgoing Chief Examiner is submanically removed from the staff person. The inter must specify that the outgoing Chief Examiner is submanically removed from the staff person to be removed in the space below. Please note that if a Chief Examiner is a specific that the staff person to be removed in the space below. Please note that if a Chief Examiner is a specific that the staff person to be removed in the space below. Please note that if a Chief Examiner is the staff person to be removed in the space below. Please note that if a Chief Examiner is the staff person to be removed in the space below. Please note that is specified to the staff person that the staff person to be removed in the space below. Please note that the staff person to be removed in the space below. Please note that the staff person to be removed in the space below. Please note that the staff person to be removed in the spac						STATE GED OFFICE USE ONLY							
ADDRESS CITY DAYTIME TELEPHONE APPLICANT NAME DAYTIME TELEPHONE ADD POSITION - To add a testing center staff person, check either "Chief Examiner," "Alternate Examiner" or "Proctor." CHIEF EXAMINER " ALTERNATE EXAMINER " PROCTOR " PROCTOR " DELETE POSITION - To remove a testing center staff person, type the name of the staff person to be removed in the space below. Please note that it is Chief Examiner is application. The letter must specify that the outgoing Chief Examiner is automatically removed from the testing center staff. If the outgoing Chief Examiner should be retained as an Alternate Examiner, the incoming office field Examiner in automatically are moved from the testing center staff. If the outgoing Chief Examiner should be retained as an Alternate Examiner, the incoming office field Examiner is automatically and must have experience in teaching, training, courseling, or testing. Application. The letter must specify that the outgoing Chief Examiner as assignment at the testing agency has not changed. 1. 2. 2. 2. 2. 2. 2. 2. 2. 2	CENTER ID N	NUMBER - REC	QUIRED FOR C	URRENT CE	NTERS	Examiner approved N				Chief Examin	er/Internet App.		
ADD POSITION - To add a testing center staff person, check either "Chief Examiner," Alternate Examiner," or "Proctor." CHIEF EXAMINER " ALTERNATE EXAMINER " PROCTOR " DELETE POSITION - To remove a testing center staff person, type the name of the staff person to be removed in the space below. Please note that it a Chief Examiner is replaced, the outgoing Chief Examiner is autoresically removed from the testing center staff. If the outgoing Chief Examiner is the staff person to be removed in the space below. Please note that it a Chief Examiner is replaced, the outgoing Chief Examiner is autoresically removed from the testing center staff. If the outgoing Chief Examiner is the staff person to the removed from the testing center staff. If the outgoing Chief Examiner is and Alternate Chief Examiner is and Alternate Chief Examiner must hold at least a beacher's degree from an accredited college or university and must have experience in teaching, training, courseling, or testing. Applicants for the post of Alternate Chief Examiner who hold an associate's degree and have at least three years' experience in test administration may be eligible for an exception to this policy, with the written approval of the State GED Administrator and GEDTS. Proctors must have a light of place of the State GED Administrator and GEDTS. Proctors must have a light of place of the State GED Administrator and GEDTS. Proctors must have a light of place of equivalent. NAME OF SCHOOL. COURSE OF STUDY DEGREE EXAMINER MUST INITIAL EACH STATEMENT Candidate meets eligibility requirements as outlined in the GED Examiner's Manual. The candidate is not involved in GED instruction or ABE instruction. The candidate knows testing policies as presented in the GED Examiner's Manual, has been trained by an authorized training session. The current Chief Examiner must review and sign the following statement. If the Chief Examiner is unable to sign this application, the IGAO must stign in the box below. CHIEF EXAMINER CERTIFICATION: I hereby acknowle	TESTING CENTER NAME						TESTING CENTER TELEPHONE						
ADD POSITION - To add a testing center staff person, check either "Chief Examiner," Alternate Examiner" or "Proctor." CHIEF EXAMINER ** ALTERNATE EXAMINER ** PROCTOR ** PROCTOR ** DELETE POSITION - To remove a testing center staff person, type the name of the staff person to be removed in the space below. Please note that if a Chief Examiner is replaced, the outgoing Chief Examiner is automatically removed from the testing center staff. If the outgoing Chief Examiner should be retained as an Alternate Examiner, the incoming Chief Examiner must include a cover letter to this effect with this application. The letter must specify that the outgoing Chief Examiner from the testing gener staff. If the outgoing Chief Examiner should be retained as a cover letter to this effect with this application. The letter must specify that the outgoing Chief Examiner is automatically removed from the testing center staff. If the outgoing Chief Examiner should have a cover letter to this effect with this application. The letter must specify that the outgoing Chief Examiner is automatically and must have experience in test and interval in the post of Alternate Chief Examiner must hold at least a backetor's degree from an accredited college or university and must have experience in test administration may be eligible for an exception to this policy, with the written approval of the State GED Administrator and GEDTS. Proctors must have a high school diploma or equivalent. NAME OF SCHOOL COURSE OF STUDY DEGREE EARNED DATE COMPLETED CURRENT ASSIGNMENT/EXPERIENCE ALL APPLICANTS MUST COMPLETE RESPONSIBILITIES AGREEMENT—CANDIDATE AND CHIEF EXAMINER MUST INITIAL EACH STATEMENT Cardidate "Chief Examiner" Chief Examiner Chief Examin	ADDRESS					СІТУ			ZIP				
DELETE POSITION - To remove a testing center staff person, type the name of the staff person to be removed in the space below. Please note that if a Chief Examiner is replaced, the outgoing Chief Examiner is automatically removed from the testing center staff. If the outgoing Chief Examiner should be retained as an Alternate Examiner, the incoming Chief Examiner must include a cover letter to this effect with this application. The letter must specify that the outgoing Chief Examiner is automatically removed from the testing center staff. If the outgoing Chief Examiner should be retained as an Alternate Examiner, the incoming Chief Examiner must include a cover letter to this effect with this application. The letter must specify that the outgoing Chief Examiners and Alternate Chief Examiners must hold at least a stable of the Staff person to the specific or in teaching, training, counseling, or testing. Applicants for the post of Alternate Chief Examiner who hold an associate's degree and have at least three years' experience in test administration may be eligible for an exception to this policy, with the written approval of the Staff GED Administrator and GEDTS. Proctors must have a high school diploma or equivalent. **PROM TO DESCRIPTION OF DUTIES** **RESPONSIBILITIES AGREEMENT—CANDIDATE AND CHIEF EXAMINER MUST INITIAL EACH STATEMENT Candidate Chief Examiner** The candidate meets eligibility requirements as outlined in the GED Examiner's Manual. The candidate understands that only Chief & Alternate Examiners may administer tests or have access to testing materials. The candidate understands that anonly Chief & Alternate Examiners may administer tests or have access to testing materials. The candidate understands that anonly Chief & Alternate Examiners may administer tests or have access to testing materials. The candidate understands that any Chief & Alternate Examiners may administer tests or have access to testing materials. **PROM TO DESCRIPTION OF DUTIES** The candidate understands that any Chief	APPLICANT NAME						DAYTIME TELEPHONE						
DELETE POSITION - To remove a testing center staff person, type the name of the staff person to be removed in the space below. Please note that if a Chief Examiner is replaced, the outgoing Chief Examiner is automatically removed from the testing center staff. If the outgoing Chief Examiner is automatically removed from the testing center staff. If the outgoing Chief Examiner is automatically removed from the testing center staff. If the outgoing Chief Examiner is automatically removed from the testing center with this application. The letter must specify that the outgoing Chief Examiner's assignment at the testing agency has not changed. 1. 2. EDUCATION - ALL APPLICANTS MUST COMPLETE GED Chief Examiners and Alternate Chief Examiners must hold at least a bachelor's degree from an accredited college or university and must have experience in testaching, training, counseling, or testing. Applicants for the post of Alternate Chief Examiner in an accredited college or university and must have experience in testaching, counseling, or testing. Applicants for the post of Alternate Chief Examiners must hold at least a bachelor's degree from an accredited college or university and must have experience in testaching, counseling, or testing. Applicants for the post of Alternate Chief Examiners must hold at least a bachelor's degree from an accredited college or university and must have experience in testaching, counseling, or testing. Applicants for the post of Alternate Chief Examiner and Alternate Chief Examiner and Alternate Chief Examiner and Alternate Chief Examiner and Alternate Parameter and Proceedings of the State GED Administrator and GEDTs. Proctors must have a high school diploms or equivalent. Center of Alternate Chief Examiner and Proceedings of Chief Examiner is unable to sign this application, the ICAO must sign in the box below. Chief Examiner is unable to sign this a	ADD POSITION - To add a testing center staff person, check either "Chief Examiner, "Alternate Examiner" or "Proctor."												
If a Chief Examiner is replaced, the outgoing Chief Examiner is automatically removed from the testing center staff. If the outgoing Chief Examiner should be retained as an Alternate Examiner, the incoming Chief Examiner must include a cover letter to this effect with this application. The letter must specify that the outgoing Chief Examiner's assignment at the testing agency has not changed. 1.	CHIEF EXAMINER ©			ALTERNA	TE EXAMINER @		PROCTOR ®						
EDUCATION ALL APPLICANTS MUST COMPLETE GED Chief Examiners and Alternate Chief Examiners must hold at least a bachelor's degree from an accredited college or university and must have experience in teaching, training, counseling, or testing, Applicants for the post of Alternate Chief Examiner who hold an associate's degree and have at least three years' experience in teaching, training, counseling, or testing, Applicants for the post of Alternate Chief Examiner who hold an associate's degree and have at least three years' experience in teaching, training, counseling, or testing, Applicants for the post of Alternate Chief Examiner must hold at least a bachelor's degree and have at least three years' experience in teaching, training, counseling, or testing, Applicants for the post of Alternate Chief Examiner and GEDTS. Proctors must have a high school diploma or equivalent. NAME OF SCHOOL COURSE OF STUDY DEGREE EARNED DATE COMPLETED COURSE OF STUDY DEGREE EARNED DATE COMPLETED COURSE OF STUDY DEGREE EARNED DATE COMPLETED Counseling the County of Alternate County of Chief Examiner Must Initial EACH STATEMENT Candidate County of Chief Examiner The candidate meets eligibility requirements as outlined in the GED Examiner's Manual. The candidate understands that only Chief & Alternate Examiners may administer tests or have access to testing materials. The candidate understands that only Chief & Alternate Examiners may administer tests or have access to testing materials. The candidate knows testing policies as presented in the GED Examiner's Manual, has been trained by an authorized examiner at the testing center (TRAINING DATE: TRAINER: APPLICANT CERTIFICATION: I have read the "Responsibilities of GED Testing Centers in California for Renewal and Approval," and the GED Examiner's Manual. I understand that I am to abide by all policies and procedures set forth in the documents listed above and that failure to do so may result in immediate termination of the testing program.	if a Chief Examiner is replaced, the outgoing Chief Examiner is automatically removed from the testing center staff. If the outgoing Chief Examiner should be retained as an Alternate Examiner, the incoming Chief Examiner must include a cover letter to this effect with this application. The letter must specify												
bachelor's degree from an accredited college or university and must have experience in teaching, training, courseling, or testing, Applicants for the post of Alternate Chief Examiner who hold an associate's degree and have at least three years' experience in teaching, training, courseling, or testing, Applicants for the post of Alternate Chief Examiner who hold an associate's degree and have at least three years' experience in test administration may be eligible for an exception to this policy, with the written approval of the State GED Administrator and GEDTS. Proctors must have a high school diploma or equivalent. NAME OF SCHOOL COURSE OF STUDY DEGREE EARNED DATE COMPLETED COURSE OF STUDY DEGREE EARNED DATE COMPLETED RESPONSIBILITIES AGREEMENT—CANDIDATE AND CHIEF EXAMINER MUST INITIAL EACH STATEMENT Candidate Chief Examiner The candidate meets eligibility requirements as outlined in the GED Examiner's Manual. The candidate is not involved in GED Instruction or ABE instruction. The candidate understands that only Chief & Alternate Examiners may administer tests or have access to testing materials. The candidate knows testing policies as presented in the GED Examiner's Manual, has been trained by an authorized examiner at the testing center (TRAINING DATE: TRAINER: and will attend a state training session. The Candidate Examiner must review and sign the following statement. If the Chief Examiner is unable to sign this application, the ICAO must sign in the box below. CHIEF EXAMINER CERTIFICATION: I have read the "Responsibilities of GED Testing Centers in Criteria for Renewal and Approval," and the GED Examiner's Manual. I understand that I am to abide by all policies and procedures set forth in the documents listed above and that failure to do so may result in immediate termination of the testing program.	1.					2.							
CURRENT ASSIGNMENT/EXPERIENCE ALL APPLICANTS MUST COMPLETE FROM TO DESCRIPTION OF DUTIES RESPONSIBILITIES AGREEMENT—CANDIDATE AND CHIEF EXAMINER MUST INITIAL EACH STATEMENT Candidate Chief Examiner The candidate meets eligibility requirements as outlined in the GED Examiner's Manual. The candidate is not involved in GED Instruction or ABE instruction. The candidate understands that only Chief & Alternate Examiners may administer tests or have access to testing materials. The candidate knows testing policies as presented in the GED Examiner's Manual, has been trained by an authorized examiner at the testing center (TRAINING DATE: TRAINER:), and will attend a state training session. The current Chief Examiner must review and sign the following statement. If the Chief Examiner is unable to sign this application, the ICAO must sign in the box below. CHIEF EXAMINER CERTIFICATION: I hereby acknowledge that I have fully trained the applicant, and will continue to do so on an ongoing basis, on the policies, rules, and regulations set forth by the CA Department of Education and the GED Testing Service.	bachelor's degree from an accredited college or university and must have experience in teaching, training, counseling, or testing. Applicants for the post of Alternate Chief Examiner who hold an associate's degree and have at least three years' experience in test administration may be eligible for an												
RESPONSIBILITIES AGREEMENT—CANDIDATE AND CHIEF EXAMINER MUST INITIAL EACH STATEMENT Candidate The candidate meets eligibility requirements as outlined in the GED Examiner's Manual. The candidate is not involved in GED Instruction or ABE instruction. The candidate understands that only Chief & Alternate Examiners may administer tests or have access to testing materials. The candidate knows testing policies as presented in the GED Examiner's Manual, has been trained by an authorized examiner at the testing center (TRAINING DATE:	NAME OF SCHOOL			COURSE OF STUDY			DEGREE EA	RNED	DATE COMPLETED				
RESPONSIBILITIES AGREEMENT—CANDIDATE AND CHIEF EXAMINER MUST INITIAL EACH STATEMENT Candidate The candidate meets eligibility requirements as outlined in the GED Examiner's Manual. The candidate is not involved in GED Instruction or ABE instruction. The candidate understands that only Chief & Alternate Examiners may administer tests or have access to testing materials. The candidate knows testing policies as presented in the GED Examiner's Manual, has been trained by an authorized examiner at the testing center (TRAINING DATE:													
RESPONSIBILITIES AGREEMENT—CANDIDATE AND CHIEF EXAMINER MUST INITIAL EACH STATEMENT Candidate The candidate meets eligibility requirements as outlined in the GED Examiner's Manual. The candidate is not involved in GED Instruction or ABE instruction. The candidate understands that only Chief & Alternate Examiners may administer tests or have access to testing materials. The candidate knows testing policies as presented in the GED Examiner's Manual, has been trained by an authorized examiner at the testing center (TRAINING DATE:													
RESPONSIBILITIES AGREEMENT—CANDIDATE AND CHIEF EXAMINER MUST INITIAL EACH STATEMENT Candidate Chief Examiner The candidate meets eligibility requirements as outlined in the GED Examiner's Manual. The candidate is not involved in GED Instruction or ABE instruction. The candidate understands that only Chief & Alternate Examiners may administer tests or have access to testing materials. The candidate knows testing policies as presented in the GED Examiner's Manual, has been trained by an authorized examiner at the testing center (TRAINING DATE: and will attend a state training session. The current Chief Examiner must review and sign the following statement. If the Chief Examiner is unable to sign this application, the ICAO must sign in the box below. CHIEF EXAMINER CERTIFICATION: I hereby acknowledge that I have GED Examiner's Manual. I understand that I am to abide by all policies and procedures set forth in the documents listed above and that failure to do so may result in immediate termination of the testing program.	CURRENT	ASSIGNMI	ENT/EXPER	ENCE ALL APPLICANTS MUST COMPLETE									
The candidate meets eligibility requirements as outlined in the GED Examiner's Manual. The candidate is not involved in GED Instruction or ABE instruction. The candidate understands that only Chief & Alternate Examiners may administer tests or have access to testing materials. The candidate knows testing policies as presented in the GED Examiner's Manual, has been trained by an authorized examiner at the testing center (TRAINING DATE:	FROM	TO DESCRIPTION OF DUTIES											
The candidate meets eligibility requirements as outlined in the GED Examiner's Manual. The candidate is not involved in GED Instruction or ABE instruction. The candidate understands that only Chief & Alternate Examiners may administer tests or have access to testing materials. The candidate knows testing policies as presented in the GED Examiner's Manual, has been trained by an authorized examiner at the testing center (TRAINING DATE:													
The candidate meets eligibility requirements as outlined in the GED Examiner's Manual. The candidate is not involved in GED Instruction or ABE instruction. The candidate understands that only Chief & Alternate Examiners may administer tests or have access to testing materials. The candidate knows testing policies as presented in the GED Examiner's Manual, has been trained by an authorized examiner at the testing center (TRAINING DATE:													
The candidate is not involved in GED Instruction or ABE instruction. The candidate understands that only Chief & Alternate Examiners may administer tests or have access to testing materials. The candidate knows testing policies as presented in the GED Examiner's Manual, has been trained by an authorized examiner at the testing center (TRAINING DATE: TRAINER:), and will attend a state training session. The current Chief Examiner must review and sign the following statement. If the Chief Examiner is unable to sign this application, the ICAO must sign in the box below. APPLICANT CERTIFICATION: I have read the "Responsibilities of GED Testing Centers in California: Criteria for Renewal and Approval," and the GED Examiner's Manual. I understand that I am to abide by all policies and procedures set forth in the documents listed above and that failure to do so may result in immediate termination of the testing program.	RESPONSIBILITIES AGREEMENT—CANDIDATE AND CHIEF EXAMINER MUST INITIAL EACH STATEMENT												
The candidate is not involved in GED Instruction or ABE instruction. The candidate understands that only Chief & Alternate Examiners may administer tests or have access to testing materials. The candidate knows testing policies as presented in the GED Examiner's Manual, has been trained by an authorized examiner at the testing center (TRAINING DATE: TRAINER:), and will attend a state training session. The current Chief Examiner must review and sign the following statement. If the Chief Examiner is unable to sign this application, the ICAO must sign in the box below. APPLICANT CERTIFICATION: I have read the "Responsibilities of GED Testing Centers in California: Criteria for Renewal and Approval," and the GED Examiner's Manual. I understand that I am to abide by all policies and procedures set forth in the documents listed above and that failure to do so may result in immediate termination of the testing program.	The condidate mosts cligibility requirements as outlined in the CED Examiner's Manual												
The candidate understands that only Chief & Alternate Examiners may administer tests or have access to testing materials. The candidate knows testing policies as presented in the GED Examiner's Manual, has been trained by an authorized examiner at the testing center (TRAINING DATE:													
The candidate knows testing policies as presented in the GED Examiner's Manual, has been trained by an authorized examiner at the testing center (TRAINING DATE:													
If the Chief Examiner is unable to sign this application, the ICAO must sign in the box below. CHIEF EXAMINER CERTIFICATION: I hereby acknowledge that I have fully trained the applicant, and will continue to do so on an ongoing basis, on the policies, rules, and regulations set forth by the CA Department of Education and the GED Testing Service. Testing Centers in California: Criteria for Renewal and Approval," and the GED Examiner's Manual. I understand that I am to abide by all policies and procedures set forth in the documents listed above and that failure to do so may result in immediate termination of the testing program.	The candidate knows testing policies as presented in the GED Examiner's Manual, has been trained by an authorized examiner at the testing center (TRAINING DATE:TRAINER:												
fully trained the applicant, and will continue to do so on an ongoing basis, on the policies, rules, and regulations set forth by the CA Department of Education and the GED Testing Service.	If the Chief I	Examiner is un	nable to sign th		Testing Centers in California: Criteria for Renewal and Approval," and the								
CHIEF EXAMINER OR ICAO SIGNATURE DATE APPLICANT SIGNATURE DATE	fully trained the on the policie	ne applicant, ar s, rules, and re	nd will continue t gulations set for	to do so on a	n ongoing basis,	documents listed above and that failure to do so m							
	CHIEF EXA	MINER OR I	CAO SIGNAT	URE	DATE	APPLICANT SIGN	NATURE			DATE			